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Government of Kerala
2026

Regn.No. KERBIL/2012/45073
dated 05-09-2012 with RNI
Reg No.KL/TV(N)/634/2021-2023

# കേരള ഗസറ്റ്
# KERALA GAZETTE
# അസാധാരണം
## EXTRAORDINARY

ആധികാരികമായി പ്രസിദ്ധപ്പെടുത്തുന്നത്
PUBLISHED BY AUTHORITY

വാല്യം 15
Vol. XV

തിരുവനന്തപുരം,
ശനി
Thiruvananthapuram,
Saturday

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GOVERNMENT OF KERALA

**Local Self Government (DD) Department**

NOTIFICATION

G. O. (Ms.) No.102/2026/LSGD. *Dated, Thiruvananthapuram, 27th June, 2026*
*13th Mithunam, 1201.*

**S. R. O. No. 601/2026**

In exercise of the powers conferred by sub-section (1) of section 3 and section 8 of the Viksit Bharat—Guarantee for Rozgar and Ajeevika Mission (Gramin): VB-G RAM G Act, 2025 (Central Act 36 of 2025) the Government of Kerala hereby make the following Scheme, namely:—

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# SCHEME

## CHAPTER I

## PRELIMINARY

1. *Short title, commencement and application*.—(1) This Scheme shall be called the Kerala Viksit Bharat—Guarantee for Rozgar and Ajeevika Mission (Gramin) Scheme, 2026.

(2) It shall come into force on 1st July, 2026.

(3) The Scheme shall be applicable in such rural area in the State as may be notified by the Central Government under sub-section (1) of section 5 of the Act.

2. *Definitions*.—(1) In this Scheme, unless the context otherwise requires,—

(a) "Act" means Viksit Bharat—Guarantee for Rozgar and Ajeevika Mission (Gramin): VB—G RAM G Act, 2025;

(b) "Assistant Secretary, Grama Panchayat" means an officer appointed at the Grama Panchayat as Assistant Secretary to implement the Scheme under para 18 of the Scheme;

(c) "Government" means the Government of Kerala;

(d) "Implementing Officer" means the Assistant Secretary of the Grama Panchayat, who is responsible for the implementation of the works and activities approved under the Scheme;

(e) "Joint Programme Coordinator" means an officer appointed by the State Government under para 14 of the Scheme;

(f) "Mission Director" means an officer appointed from Indian Administrative Service by the Government as the executive head of the State Mission;

(g) "Registration Officer" means the Secretary of the Grama Panchayat who is vested with the statutory authority at the Grama Panchayat level to handle the registration of rural households, verify applicant credentials and process the issuance, updates or re-issuance of the Grameen Rozgar Guarantee Cards under the Scheme;

(h) "Schedule" means Schedules appended to the Act;

(i) "Scheme" means the Scheme notified by the Government under sub-section (1) of section 3 of the Act;

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(j) "Secretary, Grama Panchayat" means the Secretary of the Grama Panchayat constituted under the Kerala Panchayat Raj Act, 1994;

(k) "Section" means section of the Act;

(l) "State" means the State of Kerala;

(m) "State Mission" means the apex executive and implementation body constituted by the Government under para 11 of the Scheme;

(2) Words and expressions used herein and not defined, but defined in the Act, shall have the same meaning respectively assigned to them in the Act.

(3) The Scheme shall be read harmoniously with the provisions of the Act. In the event of any inconsistency, the provisions of the Act and Rules published on the basis of the Act shall prevail.

## CHAPTER II
## OBJECTIVES AND GUIDING PRINCIPLES

3. *Objectives and Guiding Principles.*—The objectives and guiding principles of the Scheme shall be as follows, namely:—

(a) The primary objective of this Scheme is to align the rural development framework with the national vision of Viksit Bharat @ 2047 by providing an enhanced statutory wage-employment guarantee of one hundred and twenty-five days in each financial year to such rural households whose adult members volunteer to undertake unskilled manual work, thereby enabling them to participate more effectively in the expanded livelihood security framework.

(b) To focus on empowerment, growth, convergence and saturation through public works aggregating into forming Viksit Bharat National Rural Infrastructure Stack, with a thematic focus on water security through water-related works, core rural infrastructure, livelihood- related infrastructure and special works to mitigate extreme weather events.

(c) To facilitate adequate farm-labour availability during peak agricultural seasons, and in view of the wage-employment guarantee for the rural workforce.

(d) To institutionalise convergence, saturation-driven planning and whole of

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Government delivery through Viksit Gram Panchayat Plans, integrated with the PM Gati Shakti to address the varying needs of Grama Panchayats, powered by geospatial systems, digital public infrastructure, district and State planning mechanisms, with such plans aggregated at the Block, District, State and National levels.

(e) To modernise governance, accountability and citizen engagement through a comprehensive digital ecosystem, including biometric authentication at various levels, global positioning system or mobile based worksite monitoring, real time Management Information System dashboards, proactive public disclosures and the use of Artificial Intelligence for planning, audits and fraud risk mitigation.

## CHAPTER III

## GUARANTEES, TIME LIMITS AND CONDITIONS

4. *Guarantees, Time limits and Conditions for employment.*—The guidelines, time limits and conditions for employment under the Scheme shall be as follows, namely:—

(a) Government shall, in such rural area in the State as may be notified by the Central Government, provide to every household whose adult members volunteer to do unskilled manual work, not less than one hundred and twenty- five days of guaranteed employment in a financial year in accordance with the Scheme.

(b) Every person who has done the work given to him/her under the Scheme shall be entitled to receive wages at the wage rate for each day of work.

(c) The disbursement of daily wages shall be made on a weekly basis or in any case not later than a fortnight after the date on which such work was done.

(d) If an applicant for employment under the Scheme is not provided such employment within fifteen days of receipt of his/her application seeking employment or from the date on which the employment has been sought in the case of an advance application, whichever is later, he/she shall be entitled to a daily unemployment allowance in accordance with the provision of the Act.

(e) In case the payment of wages is not made within fifteen days from the date of closure of the muster roll, the wage seekers shall be entitled to receive payment of compensation

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for the delay, at the rate of 0.05% of the unpaid wages per day of delay beyond the sixteenth day of closure of muster roll.

(f) Any rural household willing to work under Scheme shall get registered under the Scheme. Member of household who is willing to work under the scheme shall submit an application to the Registration Officer. The registration officer will issue a "Rozgar Guarantee Card" after due verification. The Registration Officer shall make proper arrangement to issue dated acknowledgement for the application received for the Rozgar Card.

(g) The Rozgar Card should contain the details of all adult members of the family.

(h) The application for Rozgar Card shall be accompanied with copy of Ration Card to prove the family status. In the absence of Ration Card or non inclusion in the ration card; if the Registration Officer after proper enquiry satisfied that the member included in the application can be treated as a family for the purpose of the scheme can issue Rozgar Guarantee Card.

(i) The registration officer shall issue the Rozgar Card after proper verification. In any case the issue of Rozgar Card shall not be later than 15 days from the date of application.

(j) If the application is incomplete or contains any details which prevents the Registration Officer from issuing the Rozgar Card, the Registration Officer shall inform the applicant in writing.

(k) The registration officer shall enter the details of the household in the Management Information System/Online portal provided by Government of India for generating/issuing the Rozgar Card.

(l) The Government shall provide necessary staff for supporting the Registration Officer.

5. *Conditions for Demand for work under Scheme.*—(1) Every adult member of a registered household whose name appears in the Gramin Rozgar Guarantee Card, shall be entitled to apply for unskilled manual work under the Scheme; and every such application shall be compulsorily registered, and a receipt issued with the date, which shall be entered in the given digital platform.

(2) The State shall proactively verify the requirements of the Vulnerable Groups and provide them with work.

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(3) Application for work may be oral or written and made to the Ward member or to the Grama Panchayat or to the Programme Officer or any person authorised by the Government or through digital platforms, or through any other means authorised by the Government.

(4) Applications for work may be filed individually or for a group together.

## CHAPTER IV
## PLANNING FRAMEWORK

6. *Viksit Gram Panchayat Plan (VGPP).*—(1) A future-ready, convergence based local development plan aligned with the vision of Viksit Bharat @ 2047, formulated by the Grama Panchayat through a participatory and evidence-based process, and serving as the basis for identification and prioritisation of works under this Scheme.

(2) There shall be a systematic and participatory planning exercise undertaken at each tier of the Panchayati Raj system in accordance with the specified methodology. The Viksit Gram Panchayat Plans shall be prepared by the Grama Panchayats using Geographic Information System-based tools, PM Gati Shakti layers and other digital public infrastructure, and placed before the Grama Sabha for approval. Works proposed to be undertaken by the Block Panchayat, District Panchayat or other implementing agencies shall likewise be placed before the respective Panchayats along with the expected outputs and outcomes. The Viksit Gram Panchayat Plans shall be aggregated at the Block, District and State levels to ensure coherence with sectoral priorities, broader rural development strategies, and saturation-based planning for comprehensive coverage of eligible assets and outcomes across all Grama Panchayats. All works emerging from the Viksit Gram Panchayat Plans shall be consolidated into the Viksit Bharat— National Rural Infrastructure Stack.

(3) Every Grama Panchayat shall prepare saturation-mode plans based on its classification into Category A, B, C etc., determined based on development parameters, including proximity to urban areas, to address the varying needs of the Panchayats. All such works shall be drawn exclusively from the approved Viksit Gram Panchayat Plan, prepared using PM Gati Shakti, Geographic Information System-based tools and other digital public infrastructure.

(4) Annual plans would be prepared on the basis of the normative allocation.

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(5) The works identified in the Viksit Gram Panchayat Plans shall be executed through various Central, State and local schemes in convergence. The schemes to be taken up for such convergence shall be notified by the Central Government.

(6) While preparing Viksit Gram Panchayat Plans and annual labour demand, no work shall be proposed for execution during notified peak agricultural periods.

7. *Planning and Execution of Work.*—(1) All works taken under the scheme shall be included in the Viksit Gram Panchayat Plan (VGPP) prepared by the Grama Panchayat, aligned with the four thematic domains of works specified in Schedule I of VB- G RAM G Act 2025, following due bottom- up planning process suggested by the State and Central Government.

(2) The Viksit Gram Panchayat Plan should get the approval of the Grama Sabha. The implementing officer shall ensure this.

(3) All permissible works taken up under the scheme should get the administrative sanction from the Grama Panchayat as reviewed by the District Programme Coordinator.

8. *Framework for Convergence and Integrated Planning.*—A Unified Convergence Framework shall be established for coherent planning, execution and monitoring of all works undertaken in rural areas, and for this purpose,—

(1) All Central, State or local schemes, as may be notified by the Central Government for the purpose of convergence and saturation-based planning, shall be brought under a unified planning process anchored in the Viksit Gram Panchayat Plans.

(2) All existing assets and proposed works, whether funded under this Scheme or through any other Central, State or local scheme, shall be mandatorily registered and tracked through the Viksit Bharat—National Rural Infrastructure Stack using the designated digital portal, which shall maintain a comprehensive register of rural public works, prevent duplication, integrate departmental investments, and align all works with saturation outcomes.

(3) Single digital backbone for rural public works covering water security, core rural infrastructure, livelihood-related infrastructure, and special works to mitigate extreme weather events; and all planning shall follow a strict bottom- up process beginning with the preparation of the Viksit Gram Panchayat Plan, which shall be successively aggregated at the Block, District and State levels and the aggregated State Plan shall be placed before the State Level Steering

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Committee for approval. Annual plans would be prepared on the basis of the normative allocation.

(4) Viksit Bharat National Rural Infrastructure Stack shall guide States, Districts and Panchayati Raj Institutions in identifying priority infrastructure gaps, standardising work designs and ensuring that public investments contribute measurably to saturation outcomes at the Grama Panchayat, Block and District levels.

(5) This institutional architecture shall ensure a single-plan, multi-funding approach, promote convergence across departments and schemes and align all rural development efforts with the Viksit Bharat @ 2047 vision of creating productive, resilient and transformative rural assets.

(6) Convergence possibilities with other Central and State Government Schemes shall be ensured in the preparation of Viksit Gram Panchayat Plans. The Government shall issue detailed guidelines to ensure convergence with other State Departmental Schemes.

(7) Works proposed to be undertaken by the Block and District Panchayat shall be included in the Viksit Gram Panchayat Plan.

(8) All Local Self Government Institutions should explore the possibilities of converging the scheme with their Annual Development Plan (GPDP).

(9) A Convergence Committee shall be constituted at Grama Panchath, Block Panchayath and District Panchayath level to ensure effective convergence with other departmental and Local Self Government Institutions schemes.

(10) The District Programme Coordinator shall coordinate and monitor the inter departmental convergence activities at the district level.

## CHAPTER V

## STATE INSTITUTIONAL ARCHITECTURE

9. *State Gramin Rozgar Guarantee Council.*—(1) At the state level, there shall be a State Gramin Rozgar Guarantee Council, which shall be called the Kerala State Gramin Rozgar Guarantee Council.

(2) The Kerala State Gramin Rozgar Guarantee Council shall have a state-level General Assembly, which shall consist of the following members,—

(i) Minister in charge of the scheme—Chairperson.

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(ii) Secretary/Principal Secretary/Additional Chief Secretary of the respective Local Self Government Department.

(iii) Commissioner/Mission Director, Viksit Bharat–Guarantee for Rozgar and Ajeevika Mission (Gramin) Scheme—Member Secretary.

(iv) At least 15 non-official members nominated by the Government, representatives of Panchayati Raj Institutions, representatives of non- governmental organizations and weaker sections of the society.

(3) The terms and conditions subject to which the Chairperson and members of the State Council shall be appointed and the time, place and procedure of the meetings (including the quorum at such meetings) of the Council shall be as per rules notified under sub-section (2) of section 13 of the Act.

(4) The Kerala State Gramin Rozgar Guarantee Council shall have the following duties and functions, namely:—

(i) advising the Government on all matters concerning the Scheme and its implementation in the State;

(ii) reviewing the monitoring and redressal mechanisms from time to time and recommending improvements;

(iii) monitoring the implementation of Act and the Scheme in the State and coordinating such implementation with the Central Council;

(iv) preparing the annual report to be laid before the Legislative Assembly by the Government;

(v) any other duty or function as may be assigned to it by the Central Council or the State Government.

(5) The State Council shall have the power to undertake an evaluation of the Scheme operating in the State and for that purpose to collect or cause to be collected statistics pertaining to the rural economy and the implementation of the Scheme and Programmes in the State.

10. *State Level Steering Committee.*—(1) At the state level, there shall be a State Level Steering Committee, to provide operational guidance, coordination, and monitor the implementation of the Scheme.

(2) The State Level Steering Committee shall be presided over by the Chief

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Secretary of the State or by an officer not below the rank of Additional Chief Secretary nominated by the Government and shall comprise of the following members, namely:—

(i) Principal Secretary or Secretary Local Self Government Department;

(ii) the Director/Commissioner/Mission Director (in-charge of the Scheme);

(iii) Principal Secretaries or Secretaries of relevant Departments (converging Departments-Agriculture, Fisheries, Woman and Child Development, Forest, Scheduled Caste, Scheduled Tribe, Soil Conservation, Public Works Department, Kudumbasree, Suchitwa Mission etc.) of the Government;

(iv) such number of subject-matter experts, as may be determined by the Government;

(v) representatives of technical or research institutions; as may be determined by the Government;

(vi) one member nominated by the Department of Rural Development, Ministry of Rural Development, Government of India.

(3) The State Level Steering Committee shall,—

(i) oversee State wide planning and convergence with other programmes;

(ii) review of district performance and ensure timely preparation of the aggregate State plan;

(iii) coordinate with the National Level Steering Committee and implement directions issued therefrom;

(iv) support digital systems, monitoring arrangements, and process improvements at the State level; and

(v) perform such other functions as may be assigned to it by the Government.

11. *State Mission.*—(1) State Mission shall be constituted, at the State level headed by Mission Director, supported by such staff as may be deemed necessary by the Government.

(2) The State Mission shall be responsible for monitoring the overall implementation of the Scheme within the State. It shall function as the nodal coordinating and executing authority for carrying out the decisions, directions, and resolutions of the State Grameen Rozgar Guarante Committee (SGRGC) and the Steering Committee.

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(3) Without prejudice to the generality of the foregoing, the State Mission shall,-

(a) ensure the establishment, functioning, and effectiveness of the grievance redressal mechanism under the Scheme;

(b) supervise and ensure quality control of works undertaken under the Scheme in accordance with prescribed standards and guidelines;

(c) exercise administrative control over the personnel engaged for planning and implementation of the Scheme;

(d) act as the competent authority for supervision, control and initiation of disciplinary proceedings against such supporting staff, in accordance with applicable service conditions decided by the Government from time to time;

(e) perform such other functions as may be assigned by the Government or as may be necessary for effective implementation of the Scheme.

12. *Panchayats.*—(1) The Panchayats at the District, Block and Grama Panchayat levels shall be the principal authorities for planning, implementation and monitoring of the Scheme made under the Act.

(2) The Panchayat at the district level, shall oversee and coordinate implementation of the Scheme in the district, including finalisation and approval of the aggregate district level plan, supervision and monitoring of works, ensuring convergence execute the work assigned to it and perform such other functions as may be assigned by the Government.

(3) The Panchayat at the intermediate level, shall prepare and finalise the aggregate Block level plan, support Grama Panchayats in planning and implementation, supervise works at Grama Panchayat and Block levels, facilitate convergence with line departments, and execute the work assigned to it and perform such other functions as may be assigned by the Government.

(4) Annual plans should be prepared on the basis of the normative allocation.

(5) The Grama Panchayat shall register households, receive and process applications for work, prepare the Viksit Gram Panchayat Plans, execute the works assigned to it, maintain such records as may be specified by the Government, and discharge such other responsibilities as may be entrusted to it under the Scheme.

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13. *District Programme Coordinator (DPC).*—(1) District Collector shall be designated as the District Programme Coordinator for the implementation of the Scheme in the district.

(2) The District Programme Coordinator shall be responsible for the implementation of the Scheme in the district in accordance with the provisions of this Scheme and the rules.

(3) The functions of the District Programme Coordinator shall be as follows, namely:—

(i) the District Programme Coordinator shall be responsible for the consolidation and finalisation of the district aggregate plan and shall oversee convergence, implementation and monitoring of the Scheme at the district level in accordance with the provisions of the Act;

(ii) the District Programme Coordinator shall ensure compliance with the provisions of this Scheme and with the directions and guidelines issued by the Central Government and the State Government, and shall accord such administrative sanctions and clearances as may be required for the timely and effective implementation of the Scheme, including those relating to digital, geospatial and monitoring systems;

(iii) the District Programme Coordinator shall coordinate with Programme Officers, and shall review, monitor and supervise their performance using the monitoring framework, Management Information System and accountability mechanisms established under the Act and the Scheme;

(iv) the District Programme Coordinator shall conduct periodic inspections of works undertaken under the Scheme, ensure adherence to quality and productivity standards, and shall redress the grievances of applicants through digital public infrastructure and designated grievance redressal systems issued/notified by the Central Government.

(4) The District Programme Coordinator, shall prepare an aggregate plan for the district under his/her jurisdiction by consolidating the approved Viksit Gram Panchayat Plans and aggregated Block Plans and the proposals received from the District Panchayats.

14. *Joint Programme Coordinator (District Level).*—(1) Joint Programme Coordinators are appointed at the District level to Support the District Programme Coordinators in all functions and duties assigned to the District Programme Coordinators as per the Act.

(2) The functions of the Joint Programme Coordinator shall include:

(a) Assist the District Programme Coordinator (DPC) in managing the overall

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administrative framework of the Scheme.

(b) The Joint Programme Coordinator shall be responsible for monitoring and coordinating, planning and implementation of the Scheme.

(c) The officer serves as the primary operational link between the State Mission and the district machinery to ensure state-level policies and guidelines are executed uniformly.

(d) The officer coordinates directly with Local Self Government Institutions—specifically Block Panchayats and Grama Panchayats as well as the District Panchayat to align localized targets with macro-development goals.

(e) Ensure convergence plans with keyline departments at the district level.

15. *Block Programme Officer (Block Level).*—(1) At every Panchayat and at Block level, Block Development Officer/Secretary, Block Panchayat shall be designated as Programme Officer at the Panchayat and at Block level.

(2) The Programme Officer shall assist the Panchayat at the Block level in discharging its functions under the Act and the Scheme made thereunder.

(3) The Programme Officer shall be responsible for matching the demand for employment with the employment opportunities arising from works in the area under his/her jurisdiction.

(4) The Programme Officer shall prepare an aggregate plan for the Block under his/her jurisdiction by consolidating the approved Viksit Grama Panchayat Plans and the proposals received from Block Panchayats with the approval of Grama Sabha.

(5) Without prejudice to the generality of sub-section (2), the functions of the Programme Officer shall include,—

(i) monitoring all works and projects undertaken by the Grama Panchayats and other implementing agencies within the Block, ensuring alignment with the Viksit Gram Panchayat Plans;

(ii) sanctioning and ensuring payment of unemployment allowance to eligible households in accordance with the provisions of the Act;

(iii) ensuring prompt and fair payment of wages to all labourers employed under the Scheme within the Block, including through digital and biometric authenticated payment systems, as may be specified by the Central Government;

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(iv) ensuring that regular social audits of all works within the jurisdiction of each Grama Panchayat are conducted by the Grama Sabha, and that timely and appropriate action is taken on objections and findings arising from such audits;

(v) dealing promptly with all complaints and grievances relating to the implementation of the Scheme within the Block, through the grievance redressal mechanisms established under sub-section (1) of section 25 of the Act;

(vi) ensuring the geo-tagging, digital recording and Management Information System reporting of all works undertaken within the Block and compliance with monitoring, productivity, and transparency framework, specified by the Central Government under the Act;

(vii) facilitating inter-departmental convergence at the Block level to support saturation-driven planning and the execution of works under the Scheme; and

(viii) any other function as may be assigned to him/her by the District Programme Coordinator and the Government under the Act.

(6) The Programme Officer shall perform his/her function under the direction, control and superintendence of the District Programme Coordinator/Joint Programme Coordinator.

16. *Responsibilities of Grama Panchayat.*—The Grama Panchayat shall be responsible for,—

(i) registration of households and issuance of Gramin Rozgar Guarantee Cards;

(ii) receiving work applications and maintaining records of Gramin Rozgar Guarantee Cards;

(iii) preparing the Viksit Gram Panchayat Plans;

(iv) every Grama Panchayat shall, after considering the recommendations of the Grama Sabha and the Ward Sabhas, keeping in view of the demand for works, prepare a Viksit Grama Panchayat Plan on saturation basis;

(v) Annual plans would be prepared on the basis of the normative allocation.

(vi) the Programme Officer shall allocate at least fifty per cent of the works in terms of its cost under the Scheme to be implemented through the Grama Panchayats;

(vii) the Programme Officer shall supply each Grama Panchayat with,—

(a) the muster rolls for the works sanctioned to be executed by it;

(b) a list of employment opportunities available elsewhere to the residents of the

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Grama Panchayat;

(viii) the Grama Panchayat shall allocate employment opportunities among the applicants and ask them to report for work;

(ix) the works taken up by a Grama Panchayat under the Scheme, shall meet the required technical standards and measurements;

(x) executing works allotted to it by the Programme Officer; and

(xi) a Grama Panchayat may take up any work under the Scheme from Viksit Gram Panchayat Plan within the area of the Grama Panchayat, as may be sanctioned by the Programme Officer.

17. *Secretary, Grama Panchayat*.—The functions of the Secretary, Grama Panchayat shall be as follows, namely:—

(1) The officer is responsible for the monitoring and supervision of the Scheme at Grama Panchayat level.

(2) The officer acts as the Member-Secretary or Convener of the Grama Panchayat Level Committee to lead local planning and consolidate community demands into the Viksit Gram Panchayat Plan (VGPP).

(3) The officer serves as the designated custodian and joint signatory of the fund allotted to the Grama Panchayat, ensuring the transparent, secure, and timely transfer of project funds and labour wages through the digital management system.

(4) The Grama Panchayat Secretary will act as the grievance redressal authority at the Grama Panchayat level.

18. *Assistant Secretary, Grama Panchayat*.—(1) Assistant Secretary shall be the implementing officer of the Scheme at the Grama Panchayat level; responsible for the physical execution and operational management of all approved works under the scheme.

(2) The officer operates under the direct administrative control, guidance, and supervision of the Grama Panchayat Secretary.

19. *Supporting Staff.*—The existing staff pattern deployed from the State and Subordinate Service for Mahatma Gandhi National Rural Employment Guarantee Scheme shall continue in Viksit Bharat-Guaratee for Rozgar and Ajeevika Mission (Grameen).

20. *Social Audit by Grama Sabha.*—(1) The Grama Sabha, shall monitor and review the

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execution of all works undertaken under the Scheme within the jurisdiction of the Grama Panchayat, in accordance with the provisions of the Act.

(2) The Grama Sabha shall conduct regular social audits of all works taken up under the Scheme within the Grama Panchayat, as issued/notified by the Central Government and the Grama Sabha take conclusive decision on the remarks of social audit.

(3) The Grama Panchayat shall make available to the Grama Sabha all records and documents required for conduct of the social audit, including muster rolls, bills, vouchers, measurement books, sanction orders, digital records, geo-tagged photographs and all other connected books of account and papers, whether maintained in physical or electronic form.

## CHAPTER VI

## REGISTRATION AND ROZGAR GUARANTEE CARD

21. *Registration of households.*—(1) The adult member of every household residing in any rural area and willing to undertake unskilled manual work, may submit the names, ages and address of the household to the Grama Panchayat within whose jurisdiction they reside, for the purpose of registration of the household and issuance of a Gramin Rozgar Guarantee Card.

(2) Special Gramin Rozgar Guarantee Card, where the job seeker is,—

(a) a single woman; or

(b) a person with disability; or

(c) persons above sixty years of age; or

(d) a released bonded labourer; or

(e) a person belonging to a Particularly Vulnerable Tribal Group; or

(f) a transgender person.

(3) The Special Gramin Rozgar Guarantee Card of a distinct colour, shall ensure special protection in the providing work, work evaluation and worksite facilities, as applicable.

22. *Issue of Gramin Rozgar Guarantee Card.*—(1) It shall be the duty of the Registration Officer, after making such enquiry, as it deems fit, to issue a Gramin Rozgar Guarantee Card within fifteen days from the date of receipt of such application, containing therein a unique Gramin Rozgar Guarantee Card number with details of the registered adult members of the household, their photos, Bank or Post office account number, insurance policy number and the

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Aadhaar numbers, if any.

(2) The Gramin Rozgar Guarantee Card issued, shall be valid for three years, after which it may be renewed after due verification.

(3) No Gramin Rozgar Guarantee Card shall be cancelled except on any of the following grounds, namely:—

(a) where it is found to be a duplicate;

(b) where the entire household has permanently migrated to a place outside the jurisdiction of the Grama Panchayat and no longer resides in the village; or

(c) where all adult members of the registered household are deceased.

(4) The Government shall make arrangements for updating the following details in the Gramin Rozgar Guarantee Card regularly while mentioning the key guarantees under the Scheme are clearly listed as follows, namely:—

(a) number of days for which work was demanded;

(b) number of days of work allocated;

(c) description of the work allocated along with the muster roll number;

(d) measurement details;

(e) unemployment allowance, if any, paid;

(f) date-wise amount of wages paid;

(g) delay compensation paid, if any;

(h) asset provided, if any.

(5) Every worker shall have an opportunity of being heard and register any grievance either orally or in writing, at all implementation levels for disposal as per the provisions of the Grievance Redressal Mechanism under the Scheme.

23. *Issuance of Gramin Rozgar Guarantee Card in Case of Dislocation.*—(1) Notwithstanding anything contained in the schedule, in the event of any national calamity such as flood, cyclone, tsunami and earthquake resulting in mass dislocation of rural population, the adult members of rural households of areas so affected may,—

(a) seek for registration and get Gramin Rozgar Guarantee Card issued by the Grama Panchayat or Programme Officer of the area of temporary relocation;

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(b) submit written or oral applications for work to the Programme Officer or the Grama Panchayat of the area of temporary relocation; and

(c) apply for re-registration and re-issuance of Gramin Rozgar Guarantee Card in the event of any loss or destruction.

(2) The details of such Gramin Rozgar Guarantee Cards shall be intimated to the District Programme Coordinator.

(3) In the event of restoration of normalcy, the Gramin Rozgar Guarantee Card so issued shall be re-endorsed at original place of habitation and clubbed with the original Gramin Rozgar Guarantee Card on being retrieved.

(4) The number of days of employment provided shall be counted while computing 125 days of guaranteed employment per household.

## CHAPTER VII

## DEMAND FOR WORK AND ALLOTMENT

24. *Demand for Work.*—(1) Every adult member of a registered household whose name appears in the Gramin Rozgar Guarantee Card, shall be entitled to apply for unskilled manual work under the Scheme; and every such application shall be compulsorily registered, and a receipt issued with the date, which shall be entered in the given digital platform.

(2) The State shall proactively verify the requirements of the Vulnerable Groups and provide them with work.

(3) Application for work may be oral or written and made to the Ward member or to the Grama Panchayat or to the Programme Officer or through digital platforms.

(4) Applications for work may be filed individually or for a group together.

(5) There shall be no limit on the number of days of employment for which a person may apply, or on the number of days of employment actually provided to him/her subject to the aggregate guarantee of the household.

(6) Normally, applications for work must be for at least six days of continuous work.

(7) Applications shall be submitted before 15 days from the date from which the applicant requires employment. If no such date is mention in the application, the employment shall be provided from the 15th day of the application; if the 15th day comes under the period of

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ban on scheme under section 6 of the Act, the applicant shall be informed about the ban and employment shall be provided from the next day after the ban period.

(8) Advance application can be submitted by the applicant. Advance applications refers to the application date which comes after the normal 15 days from the date of demand.

(9) Multiple applications can be submitted by the same person provided that the corresponding periods for which employment is sought do not overlap.

25. *Allocation of Work.*—(1) The Grama Panchayat implementing officer and Programme Officer shall ensure that every applicant shall be provided unskilled manual work in accordance with the provisions of the Scheme within fifteen days of receipt of an application or the date from which he/she seeks work in case of advance application, whichever is later.

(2) Priority shall be given to women in such a way that at least one-third of the beneficiaries shall be women who have registered and requested for work. Efforts to increase participation of single women and the person with disabilities shall be made.

(3) Applicants who are provided with work shall be so intimated in writing, by means of a letter sent to him/her at the address given in the Gramin Rozgar Guarantee Card or through any other effective mode of communication or by a public notice displayed at the office of the Panchayats at District, Block or Grama Panchayat level.

(4) A list of persons who are provided with the work shall be displayed on the notice board of the Grama Panchayat and at the office of the Programme Officer and at such other place as the Programme Officer may deem necessary and the list shall be open for inspection by the Government and any interested person.

(5) As far as possible, the employment shall be provided within the ward, if not possible within a radius of five kilometers of the village (ward) where the applicant resides at the time of applying.

(6) In case of the employment is provided outside the radius, it shall be provided within the Grama Panchayat. If there is no provision to provide employment in the Grama Panchayat or if the circumstances requires to provide employment in another Grama Panchayat, the employment shall be provided within the Block, provided that necessary arrangements are made by the Government of India in the web portal for allocating work in a different Grama Panchayat within a Block.

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(7) A new work under the Scheme can be commenced if at least ten labourers become available for work, provided that this condition shall not be applicable for new works, as determined by the Government, in hilly areas and in respect of afforestation works.

(8) In case the employment is provided outside the radius of five kilometers, the labourers shall be paid ten per cent of the wage rate as extra wages to meet additional transportation and expenses for living.

(9) A period of employment shall be for at least six days continuously, with not more than six days in a week.

## CHAPTER VIII

## MUSTER ROLLS, ATTENDANCE AND MEASUREMENT

26. *Muster Rolls*.—The muster rolls for works undertaken under this Scheme shall be maintained through digital systems and shall comply with the following requirements,—

Each muster roll shall be in English and the local language and have a unique electronically generated identity number (e-muster) issued through the Management Information System. The muster roll shall include the names of all workers who have demanded or been allocated work and shall be authenticated by the authorised functionary of the Grama Panchayat or the Programme Officer.

27. *Attendance recording*.—Attendance at the worksite shall be recorded daily by an authorised person using biometric attendance systems, and all attendance details shall be made available for public viewing on a daily basis through the designated Management Information System.

28. *Measurement of Work*.—(1) Payment of wages shall only be made based on measurements taken at the worksite by authorised technical personnel within three days of the closure of the muster roll, and recorded digitally through systems integrated with the designated Management Information System.

(2) Adequate technical personnel shall be deployed to enable timely measurement. Suitable persons may be trained and deployed, with delegated technical responsibilities, and shall be paid wages at skilled rates.

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## CHAPTER IX

## PAYMENT OF WAGE AND DELAY COMPENSATION

29. *Payment of Wage*.—(1) Wage rate to be paid to the worker will be decided and notified by the Central Government.

(2) The disbursement of daily wages shall be made on a weekly basis or in any case not later than a fortnight after the date on which such work was done.

30. *Mode of Payment*.—The payment of wages shall, unless so exempted by the Central Government, be made through the individual savings accounts of the workers in the relevant Banks or Post Offices.

31. *Delay Compensation*.—(1) In case the payment of wages is not made within fifteen days from the date of closure of the muster roll, the wage seekers shall be entitled to receive payment of compensation for the delay, at the rate of 0.05% of the unpaid wages per day of delay beyond the sixteenth day of closure of muster roll.

(2) Any delay in payment of compensation beyond a period of fifteen days from the date it becomes payable, shall be considered in the same manner as the delay in payment of wages.

(3) For the purpose of ensuring accountability in payment of wages and to calculate culpability of various functionaries or agencies, the States shall divide the processes leading to determination and payment of wages into various stages such as,—

(a) measurement of work;

(b) computerising the muster rolls;

(c) computerising the measurements;

(d) generation of wage lists; and

(e) uploading Fund Transfer Orders (FTOs), and specify stage- wise maximum time limits along with the functionary or agency which is responsible for discharging the specific function.

(4) The computer system shall have a provision to automatically calculate the compensation payable based on the date of closure of the muster roll and the date of deposit of wages in the accounts of the wage seekers.

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(5) District Programme Coordinator and Programme Officer shall pay the compensation upfront after due verification within the time limits as specified above and recover the compensation amount from the functionaries or agencies who are responsible for the delay in payment.

(6) The number of days of delay, the compensation payable and actually paid shall be reflected in the Management Information System.

## CHAPTER X

## UNEMPLOYMENT ALLOWANCE

32. *Eligibility for employment.*—(1) If an applicant for employment under the Scheme is not provided such employment within fifteen days of receipt of his/her application seeking employment or from the date on which the employment has been sought in the case of an advance application, whichever is later, he/she shall be entitled to a daily unemployment allowance in accordance with the provision of this section.

(2) No such rate shall be less than one-fourth of the notified wage rate for the first thirty days during the financial year and not less than one- half of the wage rate for the remaining period of the financial year.

(3) The rate of unemployment allowance shall be notified by the Government in consultation with the State Council:

Provided that no unemployment allowance shall be granted for the employment demand during the period as notified by the Government under para 39 of the Scheme.

33. *Ineligibility to get Unemployment Allowance*.—(1) The applicant is directed by the Grama Panchayat/Implementing Officer/Programme Officer to report work either by himself/herself or to depute at least one adult member of the household : or

(2) The period for which employment is sought come to end and no members of the household had turned up for employment: or

(3) The adult member of the household of the applicant have received in total at least one hundred and twenty five days of the work within the Financial Year: or

(4) The household earned as much from the wages and unemployment allowance taken

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together which is equal to the wages for 125 days of work during the Financial Year.

(5) The Government shall make necessary budgetary allocation to the Mission Director for paying the unemployment allowance. The Programme Officer will pay the unemployment allowance to the applicant from the budgetary allocation. If the unemployment allowance became due, due to the dereliction of duty from the part of any official, the amount will be recovered from such officials.

34. *Procedure for payment of Unemployment Allowance*.—(1) The unemployment allowance payable to the household of an applicant jointly, shall be sanctioned and disbursed by the Programme Officer.

(2) Every payment of unemployment allowance shall be made or offered not later than fifteen days from the date on which it became due for payment.

## CHAPTER XI

## CATEGORIES OF WORKS AND ELIGIBILITY CRITERIA FOR INDIVIDUAL BENEFICIARY WORK

35. *Works and Categories under the Scheme*.—(1) The Scheme shall focus on the following categories of works, as identified in the Viksit Gram Panchayat Plans and aggregated into the Viksit Bharat National Rural Infrastructure Stack.

(2) The works to be taken up under the Scheme, shall fall under the following Categories, together with their thematic focus and intended outcomes, namely:—

A. *Category I—Water-Related Works (for Water Security)*,—

(a) The focus shall include conservation, irrigation, groundwater recharge, source sustainability, rejuvenation of water bodies, watershed development and afforestation and the illustrative works include,—

(i) construction of canals, flood or diversion channels, check dams, gully plugs and underground dykes;

(ii) construction or rejuvenation of ponds, percolation tanks, recharge pits, recharge shafts, injection wells and associated water harvesting structures;

(iii) irrigation open wells, micro-irrigation channels and field water distribution

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systems;

(iv) reclamation of community waterlogged land;

(v) afforestation and plantation works linked with soil and moisture conservation; and

(vi) rooftop rainwater harvesting and other decentralized recharge systems.

(b) Intended Outcomes—Strengthening of water security through integrated water resource management, recharge and conservation for long-term climate resilience.

B. *Category II—Core Rural Infrastructure*,—

(a) Thematic focus shall include core civic, social, governance and service-delivery infrastructure relating to education, health, drinking water, sanitation, connectivity, renewable energy and community services and the illustrative works include,—

(i) construction or upgradation of rural roads, culverts, cross- drainage structures and village connectivity facilities;

(ii) construction of Grama Panchayat Bhawans, Anganwadi Centres, Rural Libraries and other public buildings;

(iii) construction of school infrastructure, including kitchen sheds, additional classrooms, laboratories, compound walls and playgrounds;

(iv) crematoria and community infrastructure;

(v) solid and liquid waste management assets, including stabilising ponds, community sanitary complexes, and waste segregation and collection centres;

(vi) installation of solar lighting systems and other renewable rural energy infrastructure;

(vii) village parking areas, transport sheds and other common rural amenities;

(viii) rural housing works permissible under the schemes of the Central Government, including those permitted under the Pradhan Mantri Awas Yojana-Gramin; and

(ix) repair and maintenance of works created under the Jal Jeevan Mission for ensuring water supply.

(b) Intended Outcome—Creation of foundational civic and social infrastructure ensuring basic amenities, improved service access and enhanced quality of life in rural areas.

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C. *Category III—Livelihood-related Infrastructure*,—

(a) Thematic focus shall include productive assets and facilities that enhance rural livelihoods through agriculture, livestock, fisheries, value addition, skilling and enterprise development and the illustrative works include,—

(i) construction of training-cum-skill development centres and work sheds for livelihood activities;

(ii) rural haats or weekly markets and other market infrastructure;

(iii) food grain storage buildings, agricultural produce storage structures, cold storage units and other agri-value chain infrastructure;

(iv) buildings for Self Help Groups and federation-level institutions;

(v) compost structures, including vermicompost and NADEP units;

(vi) development of silvipasture grasslands, dairy infrastructure and shelters for cattle, goats, pigs, poultry and other livestock;

(vii) fisheries-related infrastructure, including fish drying yards;

(viii) raising of nurseries and production of building material; and

(ix) integrated projects promoting circular and cyclical economy models, as may be approved by the Central Government.

(b) Intended Outcome—Strengthening of sustainable livelihoods, value addition, enterprise development and self-reliant rural economies.

D. *Category IV—Special works to mitigate Extreme Weather Events and Disaster Preparedness*,—

(1) Thematic focus shall include disaster risk reduction, climate adaptation and protection of rural communities and assets from floods, cyclones, storms, droughts, landslides, forest fires and other extreme weather events and the illustrative works include,-

(a) construction of cyclone shelters, flood shelters and multipurpose disaster resilient structures;

(b) construction of diversion channels, embankments and other disaster- mitigation works;

(c) stabilising ponds and water structures for flood management;

(d) post-disaster rehabilitation, restoration and repair of rural roads and community assets;

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(e) windbreak and shelterbelt plantations; and

(f) forest fire management works, including fire breaks, fuel buffer zones and allied measures.

(2) Intended Outcome–Creation of climate-resilient villages capable of withstanding extreme weather conditions.

(3) Any other public work which may be notified by the Central Government–Maintenance of rural public assets created under the Act.

(4) Works for individual beneficiaries, including but not limited to housing-related works under the Pradhan Mantri Awaas Yojana–Gramin, sanitation-related works, and other beneficiary-oriented developmental works undertaken under various schemes of the Central Government from time to time and expressly notified for inclusion under the Scheme, may also be taken up.

(5) The eligibility of such beneficiaries shall be as notified by the Central Government, aligned with the eligibility criteria specified under the respective Central Government Schemes, with all such works conforming to the norms, standards and guidelines issued by the Central Government.

36. *Eligibility Criteria of the Beneficiary for Individual Beneficiary Work.*—Without prejudice to the generality of the above, works creating individual assets as notified by the Central Government shall be prioritised on land or homestead owned by households belonging to,—

(a) the Scheduled Castes;

(b) the Scheduled Tribes;

(c) nomadic tribes;

(d) denotified tribes;

(e) economically weaker sections of the society as identified based on criteria notified by the Central Government;

(f) women-headed households;

(g) households headed by persons with disabilities;

(h) beneficiaries of land reforms;

(i) beneficiaries under the Pradhan Mantri Awaas Yojana—Gramin (PMAY- G); and

(j) beneficiaries under the Scheduled Tribes and Other Traditional Forest Dwellers (Recognition of Forest Rights) Act, 2006 (Central Act 2 of 2007); and

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after exhausting the eligible beneficiaries under the above categories, works may be taken up on the lands of small or marginal farmers as identified on the basis of criteria notified by the Central Government, subject to such conditions as may be notified by the Central Government, including the requirement that such households possess a valid job card and have at least one adult member willing to work on the project undertaken on their land or homestead.

## CHAPTER XII
## WORKSITE MANAGEMENT AND SAFETY

37. *Facilities at worksites.*—(1) For the purpose of transparency at the worksite, the following shall be ensured, namely:—

(a) there shall be a project initiation meeting in which various provisions of the work shall be explained to the workers;

(b) a copy of the sanction work order shall be available for public inspection at the worksite;

(c) measurement record of each work and details of the workers shall be available for public inspection;

(d) a Citizens' Information Board shall be put up at every worksite and updated regularly in the manner specified by the Central Government;

(e) the Vigilance and Monitoring Committee set up according to the instructions of the Central Government may check all works and its evaluation report will be recorded in the Works Register in the format specified by the Central Government and submitted to the Grama Sabha during the Social Audit.

(2) The facilities of safe drinking water, shade for children and periods of rest, first aid box with adequate material for emergency treatment for minor injuries and other health hazards connected with the work being performed shall be provided at the worksite.

(3) In case the number of children below the age of five years accompanying the women working at any site is five or more, provisions shall be made to depute one of such women workers to look after such children. The person so deputed shall be paid wage rate.

38. *Safety and Accidents.*—(1) If any personal injury is caused to any person employed under the Scheme by any accident arising out of and in the course of his/her employment, he/she

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shall be entitled to such medical treatment as required, free of cost.

(2) Where hospitalisation of the injured worker is necessary, the Government shall arrange for such hospitalisation including accommodation, treatment, medicines and payment of daily allowance which is not less than half of the wage rate.

(3) If a person employed under the Scheme meets with death or becomes permanently disabled by accident arising out of and in the course of employment, he/she or his/her legal heirs, as the case may be, shall be paid by the implementing agency an ex gratia as per entitlement under the Pradhan Mantri Suraksha Bima Yojana or as may be notified by the Central Government.

(4) If any personal injury is caused by accident to a child accompanying a person who is employed under the Scheme, such person shall be entitled to medical treatment free of cost; and in case of death or disablement of the child due to the said accident, ex gratia shall be paid to the legal guardians as determined by the Government.

## CHAPTER XIII

## RESTRICTION ON UNDERTAKING WORKS DURING PEAK AGRICULTURAL SEASONS

39. *Notification of Peak Agricultural Seasons.*—The Government shall, in advance of each financial year, notify a period or periods aggregating to sixty days in a financial year, covering the peak agricultural seasons of sowing and harvesting, during which no works under the Scheme shall be undertaken.

40. *Area-Specific Notifications.*—(1) The Government may issue distinct notifications for different areas of the State, including Districts, Blocks or Grama Panchayats, having regard to,—

(a) agro-climatic zones;

(b) local patterns of agricultural activities; and

(c) such other relevant factors as may be considered necessary.

(2) Every notification issued under this provision shall have binding effect for the purposes of the Act and the Scheme.

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41. *Prohibition on Works during Notified Periods.*—All authorities responsible for planning, sanctioning or executing works under the Scheme shall ensure that no work is undertaken during the periods notified as peak agricultural seasons.

42. *Scheduling of Works.*—The Programme Officer and other implementing authorities shall, while approving the aggregated Viksit Gram Panchayat Plans and scheduling works, ensure that all works are taken up only outside the notified peak agricultural seasons.

## CHAPTER XIV

## ESTIMATE, SANCTIONING AND WORK EXECUTION

43. *Technical Estimates and Standards for Works.*—(1) Every work under this Scheme shall have a technical estimate and design sanctioned by an authority authorised by the Government, based on the framework aligned with the Viksit Bharat National Rural Infrastructure Stack.

(2) For works involving construction, appropriate labour-intensive technologies, depending upon the availability of labour and the use of local materials, shall be employed to the extent feasible.

(3) Bills of quantities shall use clear and commonly understood terminology to ensure transparency for all stakeholders.

(4) Each work shall have a summary of the estimate, design and a technical note indicating the expected outputs and outcomes.

(5) All technical estimates, designs and outcome notes shall be generated or uploaded through digital systems integrated with the designated Management Information System.

44. *Administrative and Financial Sanctions.*—(1) Works finalised at the Grama Panchayat level through the approved Viksit Gram Panchayat Plan and aggregated at the Block and District levels shall be accorded administrative or financial sanction by the Grama Panchayat as per the requirements and within thirty days.

(2) The sanctioning authorities shall ensure that,—

(a) the proposed works are drawn exclusively from the approved Viksit Gram

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Panchayat Plan;

(b) Annual plans would be prepared on the basis of the normative allocation;

(c) the works are consistent with thematic domains, and the Viksit Bharat National Rural Infrastructure Stack;

(d) all sanctioned works are taken up through the designated digital portal under the Act.

45. *Wage Linkage to Output and Schedule of Rates.*—The Government shall ensure that wages without any gender bias are linked to the quantum of work completed, in accordance with the Rural Schedule of Rates notified on the basis of time-and-motion studies for different types of work and different seasons and revised periodically.

46. *Special Schedule of Rates for Vulnerable Groups.*—A separate Schedule of Rates shall be finalised for women, the elderly, persons with disabilities and persons with debilitating ailments to facilitate their productive participation in suitable categories of work.

47. *Working Hours and Earning Norms.*—(1) The Schedule of Rates shall be framed so that an adult person working for eight hours, inclusive of one hour of rest, can earn an amount equivalent to the notified wage rate.

(2) Working hours of an adult worker may be flexible but shall not extend beyond twelve hours in a day, including intervals for rest.

48. *Inspection and Quality Control.*—The Government shall ensure regular inspection and supervision of works by designated quality-control teams to verify adherence to quality standards, accuracy of measurements and conformity of wage payments to the actual quantum of work executed. Inspection reports shall be uploaded to the Management Information System.

49. *Completion of Ongoing Works.*—At the time of opening new works, it shall be ensured that ongoing or incomplete works are prioritised for completion, subject to planning norms and the approved Viksit Gram Panchayat Plans.

50. *Execution Without Contractors.*—(1) No contractor shall be engaged for the execution of any work or component financed through expenditure under the Act. All such works shall be executed directly by the implementing agencies in accordance with the processes laid down under the Scheme, including mandatory proactive disclosures and the social audit process.

(2) In cases of convergence where components of a work are financed under other

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schemes, the execution of those components may follow the norms of the converging scheme, including the use of contractors where permitted.

(3) As far as practicable, works executed by the programme implementation agencies shall be performed by using manual labour and no labour displacing machines shall be used.

51. *Transparent Procurement of Materials.*—All materials required for the execution of works shall be procured by the Grama Panchayat or the implementing agency through transparent procurement systems, including e-tendering processes, as specified by the Government.

## CHAPTER XV

## FUNDING PATTERN AND FINANCIAL ARRANGEMENTS

52. *Funding Pattern.*—(1) The Scheme shall be implemented as a Centrally Sponsored Scheme.

(2) Cost Sharing funding pattern between the Central Government and the State Government under the Scheme shall be 60:40 between the Central Government and the State Government.

53. *Financial Arrangements.*—(1) The Central Government shall determine, for every financial year, a State-wise normative allocation for implementation of the Scheme, based on such objective parameters as may be communicated from time to time.

(2) Any expenditure incurred by the Government over and above the State-wise normative allocation shall be borne by the Government.

(3) The share of the Central Government, within the approved allocation, shall include expenditure towards,-

(a) payment of wages for unskilled, semi-skilled and skilled labour engaged under the Scheme;

(b) the material component of works, subject to the provisions contained in Schedule-I; and

(c) such administrative expenses as may be specified by the Central Government,

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including,—

(i) salary and allowances of Programme Officers and supporting staff,

(ii) facilities required under Schedule-II, and

(iii) such other items.

(4) The share of the Government, within the approved allocation, shall include expenditure towards,—

(a) payment of wages for unskilled, semi-skilled and skilled labour engaged under the Scheme;

(b) the material component of works, subject to Schedule-I; and

(c) such administrative expenses as may be specified, including—

(i) salary and allowances of Programme Officers and supporting staff,

(ii) administrative expenses of the State Council,

(iii) facilities required under Schedule-II, and

(iv) such other items related to the effective implementation of the scheme in the State.

(5) The Government shall bear the expenditure towards unemployment allowance and delay compensation payable under the Scheme, as per the provisions notified/issued by the Government.

(6) The Government shall, upon receipt of the approved normative allocation from the Central Government, ensure equitable, need-based and transparent intra-State distribution of the allocation across districts and Grama Panchayats, taking into consideration the categorisation of Grama Panchayats and the assessed local needs for determining Grama Panchayat-wise allocations and corresponding district allocations; and the detailed methodology, parameters and procedural requirements for such distribution shall be notified by the Central Government.

(7) Out of the administrative costs allowed under the Scheme, at least one-third shall be utilised at the Grama Panchayat level to employ necessary supporting staff including technical personnel as per the work done and for other administrative expenses.

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## CHAPTER XVI

## TRANSPARENCY AND PUBLIC DISCLOSURE

54. *Proactive disclosure.*—(1) Mandatory Public disclosure shall be undertaken through digital systems integrated with the designated Management Information System and displayed at the Grama Panchayat level for public scrutiny.

(2) Display at every worksite a "Janata Board" indicating details of the work, estimated labour days, material quantities in local terminology, and item-wise costs.

(3) Digital and physical display of number of days of employment provided, wage payments, material payments, guarantees under the Act, works approved under the Viksit Gram Panchayat Plan, and year-wise works taken up or completed by the Grama Panchayat and other implementing agencies.

(4) Public disclosure of all information relating to works, labour demand, employment provided, payments, material utilisation and physical progress under this Scheme shall be carried out through digital systems integrated with the designated portal. Weekly disclosures shall be automatically generated and displayed in a publicly accessible physical and digital formats. In addition, the Grama Panchayat shall convene weekly disclosure meetings in the Grama Panchayat Bhawan to present the status of works, payments, grievances and other relevant information before the community.

(5) District Programme Coordinator and Programme Officer shall ensure that their official websites are regularly updated in compliance with clause (b) of sub-section (1) of section 4 of the Right to Information Act, 2005 (Central Act 22 of 2005), with all information on the said Act available in free, downloadable electronic form.

(6) All accounts and records including muster rolls relating to the scheme shall be made available for public scrutiny free of cost. Any person desirous of obtaining a copy or relevant extracts therefrom may be provided such copies or extracts on demand not later than three working days from the date of receipt of application.

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## CHAPTER XVII

## SOCIAL AUDIT

55. *Conduct of Social Audit.*—(1) All works, expenditures and guarantees under this Scheme shall be subject to social audit at least once every six months.

(2) The procedure, standards and modalities for conducting social audits shall be as per the rules notified by the Central Government.

(3) Until such rules are notified, the provisions of the Mahatma Gandhi National Rural Employment Guarantee Audit of Schemes Rules, 2011 shall, *mutatis mutandis*, apply to the conduct of social audits under the Act.

56. *Compliance with findings.*—(1) Findings of the social audit shall be placed in the Grama Sabha.

(2) Corrective and recovery actions shall be initiated without delay.

(3) Action-taken reports shall be recorded in the Management Information System.

(4) Any misappropriation of amounts spent under the Scheme shall be recoverable as arrears of public revenue due on land as per the provisions of the Kerala Revenue Recovery Act, 1968 (15 of 1968).

(5) The portion of such recoveries pertaining to the Central share shall be remitted to the Consolidated Fund of India through the mechanism established by the Central Government.

(6) The portion of such recoveries pertaining to the state share shall be remitted to the Consolidated Fund of state through the mechanism established by the Government.

57. *Annual Reporting.*—The District Programme Coordinator, the Programme Officer and each Grama Panchayat shall prepare an annual report detailing facts, figures and achievements relating to the implementation of the Scheme within their jurisdiction. A copy of such report shall be made available to the public in physical or electronic form, on payment of such fee as may be specified by the Government from time to time.

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## CHAPTER XVIII

## GRIEVANCE REDRESSAL AND OMBUDSPERSON

58. *Grievance Redressal Mechanism.*—(1) An effective grievance redressal mechanism shall be established with the following institutional arrangements for receiving grievances at the Ward, Grama Panchayat, Block, District and State levels with at least one designated day each week when officials shall be mandatorily available to receive grievances,—

(i) Ward level–Charge officer assigned by the Grama Panchayat

(ii) Grama Panchayat level–Grama Panchayat Secretary

(iii) Block level–Block Programme Officer

(iv) District level–District Programme Coordinator

(v) State Grievance Redressal Authority–Mission Director

(2) Every worker shall have an opportunity of being heard and register any grievance either orally or in writing, at all implementation levels for disposal as per the provisions of the Grievance Redressal Mechanism under the Scheme.

(3) Issuance of a dated acknowledgement for all grievances submitted in writing, telephonically, online, or orally to any authorised functionary.

(4) Enquiry through spot verification or inspection and disposal shall be completed within seven working days of receipt of the grievance.

(5) Upon completion of the enquiry, the concerned authority shall initiate immediate corrective action, and the grievance shall be resolved within fifteen days.

(6) Failure to dispose of a grievance within seven working days at the level determined, shall be treated as a contravention of the provisions of the Act.

(7) Where prima facie evidence of financial irregularity is revealed during preliminary enquiry or through findings of the social audit report, the District Programme Coordinator shall, after obtaining legal advice, ensure that a First Information Report is lodged and necessary proceedings initiated.

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(8) The concerned authority shall inform the complainant in writing, physically or digitally, of the conclusions of the enquiry and the steps taken for redressal.

(9) Action taken on grievances received by all implementing agencies shall be placed before the meetings of the Intermediate Panchayat and the District Panchayat for review and monitoring.

(10) Appeals against the orders of the Grama Panchayat shall lie before the Programme Officer; appeals against the orders of the Programme Officer shall lie before the District Programme Coordinator; appeals against the orders of the District Programme Coordinator shall lie before the State Grievance Redressal Authority or any Officer designated by the Government by notification.

(11) All appeals shall be filed within forty-five days from the date of the order.

(12) All appeals shall be disposed of within thirty days from the date of receipt.

(13) Any grievance not resolved within fifteen days at the Ward, Grama Panchayat, Block or District level shall be automatically escalated to the next higher level through digital systems integrated with the designated Management Information System, and such escalations shall be continuously monitored electronically.

59. *Record Maintenance and Grievance Redressal System.*—The Grama Panchayat shall prepare and maintain or cause to be prepared and maintained such registers, vouchers and other documents in such form and in such manner as may be specified in the Scheme containing particulars of Gramin Rozgar Guarantee Cards and pass books issued, name, age and address of the head of the household and the adult members of the households registered with the Grama Panchayat.

60. *Ombudsperson.*—The Government shall appoint an Ombudsperson for each District to receive grievances, conduct enquiries and issue awards in accordance with the guidelines notified by the Central and the State Governments. The Ombudsperson shall operate through digital platforms integrated with the designated digital portal under the Act.

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## CHAPTER XIX

## MONITORING, INSPECTION AND EVALUATION

61. *Monitoring.*—(1) The State Government shall monitor the implementation of the scheme at State, District and Block levels.

(2) Dashboards and analytical reports shall be maintained in the Management Information System.

62. *Inspections.*—A minimum prescribed percentage of works at each level shall be inspected every year.

(a) At Grama Panchayat Level–100% of works executed during the year shall be inspected.

(b) At Block Level–At least 50 % of works executed in different Grama Panchayats of the respective Block shall be inspected.

(c) At District Level–At least 5 % of works executed in different Grama Panchayats of the respective District shall be inspected.

(d) At State Level–At least 0.5 % of works executed in different Grama Panchayats across the State shall be inspected.

63. *Evaluation.*—(1) Independent evaluations shall be undertaken periodically to assess outcomes and impact.

(2) For ensuring measurable outcomes and real-time accountability, technology-enabled monitoring shall be mandated for tracking work execution and post-completion asset outcomes, supported by verified data systems and spatial technologies. Weekly public disclosures shall be reinforced through a comprehensive transparency framework. A Concurrent Evaluation Mechanism as specified by the Central Government, shall provide continuous vigilance and enable timely corrective action.

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## CHAPTER XX

## TRAINING AND CAPACITY BUILDING

64. *Training and Capacity Building.*—(1) The Government shall prepare and implement a dedicated plan for capacity building and strengthening of Panchayati Raj Institutions for effective planning, execution, supervision and monitoring of the Scheme.

(2) The capacity-building plan shall, inter alia, include activities relating to,—

(a) training of elected representatives and functionaries of Panchayati Raj Institutions on roles and responsibilities under the Scheme;

(b) Information, Education and Communication (IEC) initiatives to enhance awareness regarding the provisions of the Scheme, transparency mechanisms and community participation;

(c) digital literacy and orientation on the use of Management Information Systems, geo-tagging tools and other digital platforms;

(d) strengthening institutional systems in Panchayati Raj Institutions for record keeping, financial management, grievance redressal, social audit and asset maintenance.

(3) The plan shall be prepared annually, based on field requirements, and shall be integrated with the State Training and Capacity Building framework under the Scheme.

(4) Panchayati Raj Institutions shall extend full cooperation in organising such capacity-building initiatives and shall ensure participation of elected representatives and functionaries.

(5) Expenditure on activities undertaken under this provision shall be met from permissible administrative and capacity-building heads, as may be specified by the Central Government and the State Government.

By order of the Governor,

TINKU BISWAL,

*Principal Secretary to Government.*

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## Explanatory Note

(This does not form part of the notification, but is intended to indicate its general purport.)

The Government of India had enacted the Viksit Bharat–Guarantee for Rozgar and Ajeevika Mission (Gramin) : VB-G RAM G Act, 2025 (Central Act 36 of 2025) for promoting empowerment, growth and saturation for a prosperous and resilient rural Bharat; and for matters connected therewith or incidental thereto by repealing the Mahatma Gandhi National Rural Employment Guarantee Act, 2005 (Central Act 42 of 2005). Now, the Government of Kerala, in exercise of the powers conferred by sub-section (1) of section 3 and section 8 of the said Act have decided to make a Scheme as per the provisions of the said Act.

The notification is intended to achieve the above object.

PUBLISHED BY THE SUPERINTENDENT OF GOVERNMENT PRESSES
AT THE GOVERNMENT CENTRAL PRESS, THIRUVANANTHAPURAM, 2026

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